

WELCOME

**ARKANSAS DEPARTMENT
OF EDUCATION**

**English Language Development
Assessment (ELDA)**

Test Coordinator Training

Trainer of Trainers

2006-2007

TEST ADMINISTRATOR TRAINING OF TRAINERS



ELDA

2006-2007

ELDA TRAINERS

- **ADE-Dr. Ellen Treadway, Charlotte Marvel, Donna Wolfe, Andre Guerrero**
- **Measurement Incorporated-Chris Dunbar, Wendi Gale**
- **Nebraska Department of Education-Melany Weinstine**

ELDA TRAINING Agenda

- **Today's Schedule**
 - **ADE Presentation**
 - **Measurement Incorporated Presentation**
 - **Question and Answers?????**

**Participants in today's ELDA
TRAINING shall train ELDA
test administrators in their
own districts.**

**Proctors may be in the
classroom as helpers only!**

ELDA TESTING WINDOW

- April 2-May 11
- ELDA Materials
 - Grades K, 1-2 are **Red**
 - Grades 3-5 are **Green**
 - Grades 6-8 are **Blue**
 - Grades 9-12 are **Purple**

SELECTION OF ELDA

Title III of No Child Left Behind requires the annual assessment of limited English proficient (LEP) students' progress in the development of reading, writing, speaking, and listening skills in English and in the acquisition of academic language in English language arts and mathematics. English language proficiency assessment test scores are reported each year to the United States Department of Education.

SELECTION OF ELDA

A committee of Arkansas educators, using the Request for Proposal process, selected the English Language Development Assessment (ELDA) to determine LEP students' progress in meeting Arkansas English Language Proficiency Standards.

All LEP students enrolled in grades K-12 will be assessed annually using the ELDA starting in spring 2007. For the 2006-2007 school year, the testing window is

April 2 - May 11, 2007.

ON DELIVERY TO DISTRICT OF ELDA TESTING MATERIALS

- **INVENTORY ELDA MATERIALS**
 - **IMMEDIATELY** inventory material upon receipt (Use checklists)
 - **Do not wait until the day before the test to inventory!**
 - **IMMEDIATELY** report inconsistencies to ADE and testing company



ELDA DISTRICT TEST COORDINATORS

- **District Test Coordinators (DTCs)**
 - All districts must designate a DTC
 - All DTCs must be currently licensed by the Arkansas Department of Education as a teacher or administrator
 - Only DTCs order additional materials as needed

ELDA TEST ADMINISTRATORS

- **Test Administrators**
 - **All Test Administrators must be currently licensed by the Arkansas Department of Education as a teacher or administrator , including the ELDA**

Responsibilities of the ELDA Test Administrator

- **Test Administrator Duties**
- **Standardized assessments require**
 1. **Testing directions shall be read verbatim**
 2. **No paraphrasing, prompting, or ad-libbing**
 3. **Secure handling and return of all ELDA testing materials**

Administering the ELDA

- **Create an Assessment Plan**
 1. **Designate a back-up DTC and Test Administrator**
 - ~ **Have an individual identified to step-in if there is an emergency or illness so that the assessment process can continue smoothly**

Administering the ELDA

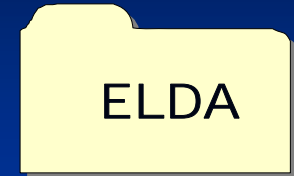
- **Create an Assessment Plan**

2. Administering Accommodations

→ **Make accommodations a part of your planning process for administering the ELDA to students with an IEP or 504 Plan**

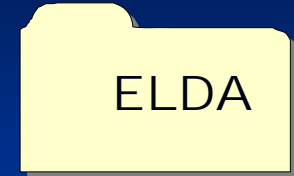
Administering the ELDA

■ Assessment Folder



- Record security numbers of missing, incomplete, or defaced test booklets in order to track booklets
- Report security number(s) of damaged or soiled test booklets to testing company and ADE immediately
- Alert the DTC immediately of any testing irregularities

Administering the ELDA



Assessment Folder Record

- Student moved out of the district during testing
- Student completed or used more than one answer folder
- Student was misclassified as ELL/LEP and should not have been tested
- Student was in the district but was absent for the entire testing administration (due to illness or other absence)
- Student was in the district but was absent for a portion of the testing administration (due to illness or other absence) and could not be made up

Administering the ELDA

■ Assessment Folder

- Use ADE Transfer Form for transferring test booklets between districts
- Record student behavior that might affect testing results
- Document students who move during testing

Distributing ELDA to Schools

■ Materials Distribution

- Count ELDA testing materials at each change-of-hands to ensure that no ELDA testing materials are misplaced

Distributing ELDA to Schools

- **ELDA Materials Distribution**
 - **Due to security reasons, the ADE recommends that shrink-wrapped packages of ELDA test booklets be opened on the first day of testing only**

ELDA Testing Accommodations

Accommodations

- **Accommodations are available for students with an IEP or 504 plan.**
- **Accommodations must be listed in the student's IEP or 504 Plan**
- **Accommodations must be from the list of allowable accommodations**

Accommodations

Accommodations

- Accommodations must be provided by currently licensed Arkansas teachers
- Accommodations must be used regularly in the classroom
- Accommodations requiring the use of assistive devices must be approved on an individual basis by ADE

Accommodations

Accommodations

- NO portion of the reading test may be read to any student!
- Testing directions always may be read to students

Accommodations

Braille Test Booklets

- ☀ **ALL answers must be transcribed/recorded into an Answer Document**
- ☀ **A currently licensed Arkansas teacher/administrator must transcribe answers**

ELDA TEST SECURITY

- **Create a plan to keep the ELDA secure**
 - **A district plan/system shall be in place to ensure that all materials are accounted for and kept secure during testing**
 - **School security shall be included in this plan**

ELDA TEST SECURITY

- **Keep the ELDA secure**
 - **Keep testing materials secure at all times**
 - **During breaks in testing**
 - **At the end of each testing day**



ELDA TEST SECURITY

- **Review Test Security Guidelines before testing**
 - **Review Test Security Guidelines from the District and School Test Coordinator Manual**
 - **Provide all test administrators with a copy of the Test Security Guidelines**

ELDA TEST SECURITY

- **Secure all ELDA testing materials**
 - **Testing materials shall be counted when signed in-and-out from the secure location in the school on a daily basis**

ELDA TEST SECURITY

- **Consequences of Violations of ELDA Test Security**
 - **Breaches of test security are one of the actions for which teaching/administrative licenses can be revoked**
 - **Irregularities in test security may result in a testing violation**

During ELDA Testing

■ ELDA Testing Environment

- No extraneous materials may be accessible during testing

- Examples:

- book bags
- library books
- personnel items

During ELDA Testing

■ Avoid Distractions

- Cell phones shall be turned off and not available during testing
- Devices containing electronic equipment with photographic and/or audio recording capabilities shall not be available during testing

Monitoring ELDA Testing

- **Monitoring Students**
 - **Observe students during testing by moving unobtrusively around the room**
 - **Highlighters may be used on test booklet-not answer document!!**

Monitoring ELDA Testing

- **Monitoring Students**
 - **Be sure student's name is written on the test booklet**

Pre-ID Labels

- **Check labels!!!**
 - **Answer documents must be accurately coded**
 - **Coding cannot be changed after answer documents are returned to the testing company**

Student ID Numbers

- **Student ID Numbers**
 - **Social Security Number *OR* Federally-assigned identification number**
 - **Make sure that Student ID Numbers are correct before testing begins**
 - **Contact your DTC**

Student ID Numbers

- **A Social Security Number (SS ID) or federally-assigned identification number is required for the ELDA. Student identification numbers are included on student labels but must be verified for accuracy. The Arkansas Department of Education will provide districts with a range of federally-assigned identification numbers to use if parents object to providing their child's Social Security Number or if none is available.**

Student ID Numbers

- **If you need identification numbers for any students, contact your School Test Coordinator. Social Security Numbers or federally-assigned identification numbers will be suppressed on the home copy of the student report. As part of the advance announcement of testing, students should be advised to have their Social Security or federally-assigned identification numbers available on the day of testing. Please contact Donna Wolfe at the Arkansas Department of Education at 501-682-4252.**

Returning ELDA Materials

- **Returning materials after testing**
 - **At the conclusion of testing, School Test Coordinator shall count and package materials to return to DTC**
 - **DTC shall count materials upon receipt from School Test Coordinator (Very important step, do not skip.)**

Returning ELDA Materials

- **Packaging and Shipping ELDA**
 - **All used answer documents must be shipped to the testing company no later than the required date**
 - **Shipping after the required date is a testing irregularity and will be investigated**

ADE Monitoring of the ELDA

- **ADE Test Monitoring On-Site**
 - **ADE will monitor districts during testing this spring**
 - **Monitors observe administration of testing, secure storage of materials, and checking in-and-out procedures**

ADE Monitoring of ELDA

- **In Spring 2007:**
 - **Monitors will observe special education and 504 students receiving accommodations**
 - **Monitors go to districts unannounced**

LEP Assessment Info Online

- <http://www.arkansased.org/lep/lep.html>
- LEP Curriculum and Assessment Information on the ADE website
- Go to: Arkansas Department of Ed site (www.arkansased.org)
- Then click on TEACHER, then click on CURRICULUM, then click on LEP CURRICULUM & ASSESSMENT INFORMATION

Contact Information at ADE

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